



BSW PROGRAM FIELD INSTRUCTION MANUAL

This Field Manual is provided with appreciation for Agency Field Instructors who mentor our social work students. The University of Northern Iowa faculty and staff recognizes their invaluable contribution to our students, the department, and the profession.

TABLE OF CONTENTS

INTRODUCTION – Page 3
BSW PROGRAM MISSION STATEMENT – Page 3
NASW CODE OF ETHICS VALUES & PRINCIPLES – Page 3
BSW PROGRAM OBJECTIVES – Page 5
FIELD PLACEMENT DESCRIPTION – Page 5
GOALS OF BSW FIELD INSTRUCTION – Page 5
CREDIT & TIME REQUIREMENT – Page 5
FIELD ORIENTATION & CLEARED TO ENROLL IN FIELD EDUCATION – Page 6
FIELD SEMINAR & ASSIGNMENTS – Page 7
REQUIRED LEARNING EXPERIENCES – Page 7
PROFESSIONAL ACTIVITIES THAT COUNT TOWARDS FIELD HOURS – Page 8
TRANSPORTATION & SAFETY ISSUES – Page 9
EVALUATION OF FIELD LEARNING – Page 0
GRADING – Page 11
CRITERIA & PROCESS FOR APPROVING A FIELD SITE – Page 11
CRITERIA & PROCESS FOR SELECTING AN AGENCY INSTRUCTOR – Page 12
PROCESS FOR ENGAGING WITH & ORIENTATING FIELD SETTINGS – Page 13
PROCESS FOR EVALUATING FIELD EXPERIENCES – Page 13
DISTANCE FIELD PLACEMENTS – Page 14
EMPLOYMENT BASED PLACEMENTS – Page 14
BACKGROUND CHECKS & PROOF OF COVERAGE – Page 15
RESPONSIBILITY OF DIRECTOR OF FIELD INSTRUCTION – Page 15
RESPONSIBILITY OF AGENCY INSTRUCTOR – Page 16
RESPONSIBILITY OF FACULTY LIAISON – Page 16
RESPONSIBILITY OF FIELD STUDENT – Page 17
PROCEDURES FOR ADDRESSING FIELD PLACEMENT CHALLENGES – Page 17

INTRODUCTION

Field education is the signature pedagogy for social work and directly prepares future practitioners the fundamental dimensions of professional social work: to think, to perform, and to act intentionally, ethically, and with integrity. The field setting is where students apply human rights principles from global and national social work ethical codes to advance social, racial, economic, and environmental justice, and fosters a learning environment where anti-racism, diversity, equity, and inclusion are valued. Field education is designed to integrate theoretical and conceptual contributions of the classroom curriculum in the field setting. Field education is systematically designed, supervised, coordinated, and evaluated based on criteria and measures of student acquisition and demonstration of the nine social work competencies.

(credit: EPAS 2022, page 20)

The goal of undergraduate social work education is to prepare majors, upon graduation, to fulfill the responsibilities of beginning level social workers. In meeting this objective, field education is an integral component as it is anchored in the mission, goals, and program competencies. A quality field placement experience is an essential part of baccalaureate social work preparation. The field placement is designed to provide students with an opportunity to learn within an agency setting, and to employ the knowledge, skills, and values acquired through their coursework. Under the supervision of experienced practitioners, students demonstrate their ability to meet the specific competencies of the field placement experience as well as the expectations of agency, program and profession. Undergraduate social work education is considered a professional educational program and as such, field education is the capstone experience for students in the social work program at UNI.

BSW PROGRAM MISSION STATEMENT

The mission of the UNI BSW program is to prepare students for beginning generalist social work practice at the individual, family, small group, organizational and community levels while adhering to social work values and ethics. Students will learn to use research informed practice to advocate for social and economic justice. This commitment is supported by the promotion of multicultural responsiveness. Critical thinking is a fundamental component of the program that encourages students to examine challenging or opposing concepts and explore conflicting personal and professional values. Service learning requirements, to include volunteer and internship experiences, contribute to the sharing of knowledge between community partners, faculty and students. *(Spring 2020)*

NASW CODE OF ETHICS VALUES & PRINCIPLES

(As taken from the NASW Code of Ethics 2021)

Professional ethics are at the core of social work. The profession has an obligation to articulate its basic values, ethical principles, and ethical standards. The NASW Code of Ethics sets forth these values, principles, and standards to guide social workers' conduct. The Code is relevant to all social workers and social work students, regardless of their professional functions, the settings in which they work, or the populations they serve.

VALUE: Service

Ethical Principle: Social workers' primary goal is to help people in need and to address social problems.

Social workers elevate service to others above self-interest. Social workers draw on their knowledge, values, and skills to help people in need and to address social problems. Social workers are encouraged to volunteer some portion of their professional skills with no expectation of significant financial return (pro bono service).

VALUE: Social Justice

Ethical Principle: Social workers challenge social injustice. Social workers pursue social change, particularly with and on behalf of vulnerable and oppressed individuals and groups of people. Social workers' social change efforts are focused primarily on issues of poverty, unemployment, discrimination, and other forms of social injustice. These activities seek to promote sensitivity to and knowledge about oppression and cultural and ethnic diversity. Social workers strive to ensure access to needed information, services, and resources; equality of opportunity; and meaningful participation in decision making for all people.

VALUE: Dignity and Worth of the Person

Ethical Principle: Social workers respect the inherent dignity and worth of the person. Social workers treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. Social workers promote clients' socially responsible self-determination. Social workers seek to enhance clients' capacity and opportunity to change and to address their own needs. Social workers are cognizant of their dual responsibility to clients and to the broader society. They seek to resolve conflicts between clients' interests and the broader society's interests in a socially responsible manner consistent with the values, ethical principles, and ethical standards of the profession.

VALUE: Importance of Human Relationships

Ethical Principle: Social workers recognize the central importance of human relationships. Social workers understand that relationships between and among people are an important vehicle for change. Social workers engage people as partners in the helping process. Social workers seek to strengthen relationships among people in a purposeful effort to promote, restore, maintain, and enhance the well-being of individuals, families, social groups, organizations, and communities.

VALUE: Integrity

Ethical Principle: Social workers behave in a trustworthy manner.

Social workers are continually aware of the profession's mission, values, ethical principles, and ethical standards and practice in a manner consistent with them. Social workers should take measures to care for themselves professionally and personally. Social workers act honestly and responsibly and promote ethical practices on the part of the organizations with which they are affiliated.

VALUE: Competence

Ethical Principle: Social workers practice within their areas of competence and develop and enhance their professional expertise.

Social workers continually strive to increase their professional knowledge and skills and to apply them in practice. Social workers should aspire to contribute to the knowledge base of the profession.

BSW PROGRAM OBJECTIVES (CSWE Core Competencies)

Competency 1: Demonstrate Ethical and Professional Behavior

Competency 2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

Competency 3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

Competency 4: Engage In Practice-informed Research and Research-informed Practice

Competency 5: Engage in Policy Practice

Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities

Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities

Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities

Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

FIELD PLACEMENT DESCRIPTION

Field instruction is an integral and essential component of Social Work education. It provides a learning experience in a setting where the student can integrate curriculum content and theory, develop skills, practice intervention techniques, participate in the role of social worker, and evaluate oneself in that role. The profession strives for greater diversity in roles, settings, methods, and clientele. To meet the requirements of being a generalist social worker in a variety of settings requires field instruction to provide learning experiences which will prepare students for a dynamic and diverse profession. The student will be provided with a variety of experiences which foster the development of skills through which students can work with confidence, exercise independent judgment, and respond to a diversity of roles and responsibilities.

GOALS OF BSW FIELD INSTRUCTION

1. To offer learning experiences which provide the opportunity for students to use and test the knowledge and skills derived from the curriculum in learning the professional competencies of generalist social workers, through active participation in the delivery of human services.
2. To provide settings where students can develop the interpersonal and communication skills essential for professional Social Work.
3. To help students test themselves and their commitment to social work values and attitudes, and evaluate their own preparation for the profession.
4. To prepare students to identify the policies, practices, services, and procedures that interfere with effective delivery of human services and to develop strategies for change.
5. To prepare students to develop the skills and attitudes of a self-directed learner.

CREDIT & TIME REQUIREMENT

The Social Work major requirements include completing a field placement in the students'

senior year for a minimum of 400 hours. Undergraduate students complete 10-15 credits or 400 600 hours of field instruction. For the summer term, students can register for 10-12 credits for 33-40 hours per week for 12 weeks. For the spring term, students can register for 10-15 credits for 25-38 hours per week for 16 weeks. The field program does not grant social work credit or hours for life experience or previous social work related experience. The field hours can only be completed through the field instruction course during the time frame of the university semester. Students begin their field placement during the first week of classes and continue through the last week of the semester in either the Spring or Summer. Students who want exceptions, such as beginning placement prior to the start of the semester, ending a placement early, or extending placement beyond the end of those semesters, can do so only with the full knowledge and consent of the field office and agency instructor. (*Accreditation Standard 3.3.3*)

FIELD ORIENTATION & CLEARED TO ENROLL IN FIELD EDUCATION

Students will attend a field orientation session at least one semester prior to their field experience semester. It is recommended students attend up to two semesters prior to their field experience semester as once they attend, they do not have to attend again. The Field Office communicates directly with students via email and in class presentations as to when the field orientation sessions are offered (i.e. Fall, Spring, Summer). Field orientation includes the student receiving information about how they are cleared to enroll in field instruction, required activities that prepare them for interviewing with field partners, and deadlines for all paperwork to be submitted. During the orientation sessions, students will also learn about the best practices for resume writing and interviewing with UNI's Career Services. In order to be cleared to enroll, students must:

- Be admitted into the social work major
- Have a university and total cumulative grade point average of 2.5 or better
- Completed SW 1001 Introduction to Social Work and Social Services, SW 4164 Human Behavior and the Social Environment, SW 3185 Social Work Research, SW 2091 Practice with Individuals, and SW 3192 Practice with Groups and Families with C or better
- Attended a field orientation session
- Have senior standing (90 credits or more completed for degree)
- Submitted all required paperwork is December 1st for Spring field semesters and April 1st for Summer field semesters.

Once students attend a field orientation session, they are provided with access to the department's Intern Placement Tracking (IPT) system. This online system allows the student to access field profiles of approved sites. The profiles contain information on the site's mission, population served, programs where the student may be placed, point of contact for interested students, point of contact for field supervision, supervision requirements, what type of intern the agency can support, typical field placement working days and hours, transportation requirements, and brief examples of internship experiences for the type of social work student(s) the site is approved to support. The student reaches out to the agency contact for field placement as outlined in the profile. The student schedules and attends the agency interview. Once an internship offer is accepted by the student, a contract is signed.

(Accreditation Standard 3.3.5)

FIELD SEMINARS & ASSIGNMENTS

During the field experience, the student is required to participate in field seminars led by their faculty liaison. The primary objective of the seminar is to reinforce the learning which occurs in the field agency, process how it is linked to classroom instruction, and to provide further socialization to professional competency and confidence. Students may count the time spent in field seminars towards their total field hours. The student's faculty liaison has discretion as to what and how seminar topics are covered, with the exception safety in the field and use of supervision as all field students will receive instruction and guidance on this topic.

Students will have various **assignments** to complete during their field experience. The assignments established by the Department's Field Education Committee include, but are not limited to:

1. **Learning Plan:** Students, with guidance from agency field instructors, are to complete a learning plan, which include duties, responsibilities, and specific competencies. The faculty liaison approves the learning plan. Once approved, the student, agency instructor and faculty liaison sign off on the learning plan.
 2. **Summary of Learning:** Students will submit to their agency instructor and faculty liaison summaries of learning to assist the student in linking theory and field. The student will connect their field experiences to the program's core competencies.
 3. **Agency Presentation:** Students will present on their field agency during seminar to highlight framework, mission and specifics of agency practices and programs.
 4. **Intervention Analysis Report:** Students will complete a paper that specifics an intervention that addresses a client, agency or community issue, find support of this invention in published works, identify how the intervention is evaluated, explain how the intervention addresses diversity and difference issues, and the implication of the intervention on social work practice.
 5. **Log of Field Hours:** Students will log their field hours in the Intern Placement Tracking system throughout the field experience. This document requires signatures of the student, agency instructor and faculty liaison.
- (Accreditation Standard 3.3.5)

REQUIRED LEARNING EXPERIENCES

The learning plan outlines the student's field experiences. The emphasis on field experiences will differ for each agency setting. Field experiences are graduated from simple to complex, from concrete to abstract, and from team to independent functioning. The student is responsible for connecting the field experience on their learning plan to the program's core competencies and corresponding practice behaviors.

1. Orientation to agency (orientation activities, introductions to staff, tour of facility, explanation of office procedures, policies and practices to ensure physical safety and health of student)
2. Experiences with individuals (i.e. engagement, assessment, treatment planning, interventive strategies, case management, evaluation)

3. Experiences with families (i.e. engagement, assessment, treatment planning, interventive strategies, case management, evaluation)
4. Experiences with client groups (engage, assess, intervene, evaluate; client groups organized for various purposes)
5. Experiences with agency (engage, assess, intervene, evaluate; staffings; agency level meetings; agency committee work; policy work; board meetings; program assessment; strategic planning; grant writing; fund raising)
6. Experiences with community (engage, assess, intervene, evaluate; community groups organized for various purposes; community coalitions; public planning and events; educational displays; advocacy at the local and state level; community needs assessment)
7. Experiences with technology and written work (summaries, letters, psychosocial histories and assessments, treatment notes)

(Accreditation Standard 3.3.1)

PROFESSIONAL ACTIVITIES THAT COUNT TOWARDS FIELD HOURS

Travel Time: Students often travel to meetings, clients' homes, and other agencies in the course of their field experience. Students may count the time used for travel during their agency day, meaning during their typical field hours. However, students may not count the time they travel to and from the agency from their place of residence that starts and concludes their agency day.

Professional Development Opportunities: Students often have the opportunity to attend professional development training during their time in field placements. Students may count the time spent at these trainings, provided that the agency instructor has approved the training if the training is of a professional nature related to social work and will enhance student development as a professional. Students may not count any time involved in overnight stays or other time associated with training other than the actual training hours and travel time of two hours or more, to and from the training. *(Accreditation Standard 3.3.5)*

What can be counted as hours	What cannot be counted as hours
Travel to meetings, other agencies, client homes	Travel to and from the agency from place of residence
Seminars	On call hours when not engaged in on call activities or other relevant learning activities assigned by site supervisor.
Lunch breaks that involve direct client contact or when traveling for internship related activities over the lunch break	Travel to professional development sessions if over 2 hours away, including overnights prior to or after the professional development session
Professional development sessions, if approved by your agency instructor	Lunch breaks
Travel to professional development sessions if under 2 hours away	Federal, state and/or agency holidays in which students is not interning.

Webinars and/or book reads, if approved by your agency instructor/supervisor. Limits to how many hours can apply are recommended.	
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TRANSPORTATION & SAFETY ISSUES

Use of your personal vehicle may be expected during your field experience. Please refer to the agency profile for agency specific requirements around use of your personal vehicle for completing the field experience requirements of the agency, which may include but is not limited to traveling to meetings, traveling to professional development sessions, traveling to client homes, and transporting clients. It is recommended that the student inquire about personal vehicle use at the time of the interview to determine if the site is a good match for their educational needs and personal resources. The university is self-insured for liability purposes; however, that coverage does not provide liability or vehicle coverage for student field experiences. In some client situations, there may be a risk of violent or unpredictable behavior. Students will be provided with a thorough orientation to the policies and practices relevant to personnel issues, personal safety issues, guidelines for home visits, transportation requests, and specialized training needed to carry out the tasks of the field experience. (*Accreditation Standard 3.3.5*)

EVALUATION OF FIELD LEARNING

Two evaluation conferences are held with the student, agency instructor, and the faculty liaison. During the midterm and final field evaluation, the agency instructor is asked to rate the student on their social work skills (see below). Evaluations are completed through an online Intern Placement Tracking system (IPT) in which training of and access to is provided to all parties by the field director. The results of the evaluations are shared with the student and faculty liaison. If the student disagrees with the assessment, they will state that disagreement in writing. A meeting between the student, agency instructor, and faculty liaison will be held to discuss any disagreements. (*Accreditation Standard 3.3.5*)

Competency #1: Demonstrate Ethical and Professional Behavior

- a. Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context.
- b. Demonstrate professional behavior; appearance; and oral, written, and electronic communication.
- c. Use technology ethically and appropriately to facilitate practice outcomes.
- d. Use supervision and consultation to guide professional judgment and behavior.

Competency #2: Advance Human Rights and Social, Racial, Economic, and Environmental Justice

- a. Advocate for human rights at the individual, family, group, organizational, and community system levels.
- b. Engage in practices that advance human rights to promote social, racial, economic, and environmental justice.

Competency #3: Engage Anti-Racism, Diversity, Equity, and Inclusion (ADEI) in Practice

- a. Demonstrate anti-racist and anti-oppressive social work practice at the individual, family, group, organizational, community, research, and policy levels.
- b. Demonstrate cultural humility by applying critical reflection, self-awareness, and self-regulation to manage the influence of bias, power, privilege, and values in working with clients and constituencies, acknowledging them as experts of their own lived experiences.

Competency #4: Engage In Practice-informed Research and Research-informed Practice

- a. Apply research findings to inform and improve practice, policy, and programs.
- b. Identify ethical, culturally informed, anti-racist, and anti-oppressive strategies that address inherent biases for use in quantitative and qualitative research methods to advance the purposes of social work.

Competency #5: Engage in Policy Practice

- a. Use social justice, anti-racist, and anti-oppressive lenses to assess how social welfare policies affect the delivery of and access to social services.
- b. Apply critical thinking to analyze, formulate, and advocate for policies that advance human rights and social, racial, economic, and environmental justice.

Competency #6: Engage with Individuals, Families, Groups, Organizations, and Communities

- a. Apply knowledge of human behavior and person-in-environment, as well as interprofessional conceptual frameworks, to engage with clients and constituencies
- b. Use empathy, reflection, and interpersonal skills to engage in culturally responsive practice with clients and constituencies.

Competency #7: Assess Individuals, Families, Groups, Organizations, and Communities

- a. Apply theories of human behavior and person-in-environment, as well as other culturally responsive and interprofessional conceptual frameworks, when assessing clients and constituencies.
- b. Demonstrate respect for client self-determination during the assessment process by collaborating with clients and constituencies in developing a mutually agreed-upon plan.

Competency #8: Intervene with Individuals, Families, Groups, Organizations, and Communities

- a. Engage with clients and constituencies to critically choose and implement culturally responsive, evidence-informed interventions to achieve client and constituency goals.
- b. Incorporate culturally responsive methods to negotiate, mediate, and advocate with and on behalf of clients and constituencies.

Competency #9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

- a. Select and use culturally responsive methods for evaluation of outcomes.
- b. Critically analyze outcomes and apply evaluation findings to improve practice effectiveness with individuals, families, groups, organizations, and communities.

Field assessments are based upon how well the undergraduate social work student demonstrates ability in each of the program's competency areas with corresponding practice behaviors using the rating scale shown below. The standard by which the student is to be compared, by the end

of the placement, is that of a new beginning-level social worker. The core competencies specified in this assessment form are those established by the Council on Social Work Education.

While the agency instructor/supervisor is asked to rate student's social work skills according to criteria as it is appropriate to their agency setting, the faculty liaison has responsibility of assigning credit or no credit for field instruction. The credit or no credit assigned is based on the faculty liaison's overall assessment of the student's performance in the field placement in conjunction with the agency instructor's assessment and other submitted materials such as student reflections, seminar participation, and written work that integrates the agency field experience with classroom instruction.

Rating Scale:

5	Superior Competence - student displays exceptional social work skills that far exceed the expectations of the field experience.
4	High Competence - student displays high level of social work skills in a favorable and reliable manner.
3	Competent – student displays social work skills that met the necessary requirements of the field experience.
2	Emerging Competence – student displays potential in their social work skills.
1	Limited Competence - student displays inconsistency in their social work skills.
n/a	Not applicable - student has not had the opportunity to demonstrate competence in this area. If an n/a is used during the midterm, please comment on when the student will have the opportunity to demonstrate the practice behavior. There can be no n/a on the final assessment.

Other field assessments are credit/no credit for the following required assignments: summaries of learning, attendance at and participation in field seminars, intervention analysis paper, and log of hours. Students must meet a minimum threshold of acceptance on these assignments as evidenced by rubrics established by the course instructor. (*Accreditation Standard 3.3.5*)

GRADING

Field instruction is taken on a credit or no credit basis. The faculty liaison is responsible for assigning credit or no credit. No letter grade is given, and the student's GPA is not impacted. Assessment of student's agency performance will be based on online evaluations completed by the agency instructor twice during the field experience. In addition to completing field satisfactorily and receiving a recommendation from the agency instructor that student has met the expectations of field placement and is ready for beginning level social work practice, students must also satisfactorily complete required assignments (i.e., Learning Plan, Log of Hours, Summaries of Learning, Agency Presentation, Intervention Analysis Report and Field Program Evaluation) and participate in the seminars. (*Accreditation Standard 3.3.5*)

CRITERIA & PROCESS FOR SELECTING A FIELD SITE

Social Work knowledge, skills, attitudes and values are exclusive to Social Work. Some elements of this constellation are shared by related professionals and may provide an appropriate

setting for a bachelor-level social work field placement experience. The general criteria for the selection of a field experience placement setting is that it provides an opportunity for the student to acquire the knowledge, skills, attitudes and values important for a beginning generalist social work practitioner. The field director approves agency settings as field placement sites using, but limited to, the specific criteria below:

1. Provides case and program responsibility for students in placement;
2. Directly serves clients (individuals, families, groups, organizations and communities) and allows the student to learn about the needs and problems of people through social interaction with clients, peers, and other professionals;
3. Provides diversity of methodology and interventive strategies that reflect the generalist approach in Social Work education and core competencies;
4. Provides the student with an opportunity to complement Social Work curriculum content and reinforce classroom learning;
5. Accepts the objectives of the Department of Social Work and will work cooperatively with it;
6. Demonstrates interest in students and their professional development;
7. Exposes students to social services and health systems, their relationship to other systems, and to the needs for change in systems or development of new systems; and
8. Has been in operation for at least one (1) calendar year.

The field director and agency personnel authorized to approve field experiences for social work interns complete an agency profile, which highlights the site's mission, population served, programs where the student may be placed, point of contact for interested students, point of contact for field supervision, supervision requirements, what type of intern the agency can support, typical field placement working days and hours, transportation requirements, and brief examples of internship experiences for the type of social work student the site is approved to support. Once the site is approved, it is placed on the listing of approved sites and shared with social work intern students. (*Accreditation Standard 3.3.4*)

CRITERIA & PROCESS FOR SELECTING AN AGENCY INSTRUCTOR

During the field site approval process, the Director of Field Instruction consults with the field site agency regarding requirements of the agency professional that is assigned to provide primary supervision of the field experience student. This information is also provided in a document titled *UNI Social Work Internship Requirements*, which is shared with potential field sites as they are considering a field experience partnership with the program. The Director of Field Instruction completes an agency profile as part of the field site approval process in which the following is stated on the agency profile document as a required component of the partnership: *Requires supervision from agency staff with an undergraduate Social Work degree from an accredited University/College PLUS two years of post-degree social work experience. Degrees similar to social work can be considered, however the supervisor and field student will participate in additional meetings and consultations to ensure the social work perspective is enforced.*

To confirm the required credentials, the program requires any agency professional that is assigned to provide primary supervision of a field experience student to submit an agency instructor vitae (form templated by the program) or a professional resume. The Director of Field Instruction reviews the vitae or resume to ensure the primary supervisor has a social work degree

from an accredited social work program plus a minimum of two years of post BA Social Work degree experience in the social work field.

If the agency professional assigned as primary supervisor for the social work intern possesses an undergraduate degree in a field other than social work, the faculty liaison meets with the social work intern after required field seminars to provide additional supervision and ensure reinforcement of the social work perspective. (*Accreditation Standard B3.3.6*)

PROCESS FOR ENGAGING WITH & ORIENTATING FIELD SETTINGS

Two weeks prior to the start of the field experience, the Field Director contacts the assigned agency instructor with tools, resources and reminders regarding the field experience for the student. The tools shared include, but are not limited to, an orientation checklist they can use, program field manual, examples of supervisory agenda templates, Intern Placement Tracking guidance and the NASW Code of Ethics.

Prior to the student's first day at the field site, agency instructors are to view the Agency Instructor Orientation modules that are specific to their student. Orientation modules are found at <https://csbs.uni.edu/socialwork/field-instruction> and the agency instructor commits to viewing the orientation modules when the agency contact is signed. The following modules are to be viewed prior to the start date of the MSW Foundation student:

Module 1: UNI Social Work Program

Module 2: Roles and Responsibilities

Module 3: BSW Program

Module 6: Social Work Supervision

Module 7: Social Work Ethics

Other resources found on this site include, but are not limited to, best supervision practices, causes of internship disruption and what field students want agency instructors to know.

During the field experience, faculty liaison assigned to the student will reach out at the onset of the field experience with their contact information and course syllabus. The faculty liaison will meet with the student and agency instructor at least twice during the field experience, typically during the midterm and final evaluation meetings. (*Accreditation Standard 3.3.4*)

PROCESS FOR EVALUATING FIELD EXPERIENCES

At the end of the field experience, students complete a field program evaluation. The field program evaluation is the student's feedback regarding preplacement activities as well as field experiences and supervision. The feedback is reviewed by the Director of Field Instruction and may lead to field experience changes and improvements. Results are compiled in an academic year summary report that is shared with the department, Field Education Committee and Community Advisory committee for feedback and recommendations.

At the end of the field experience, faculty liaisons provide feedback on the field agency and supervisor as to ensure positive student field outcomes. Feedback is reviewed by the field office and if necessary, follow up is made with the site and/or agency instructor to ensure students are having positive and relevant educational field experiences.

At the end of the field experience, agency instructors are provided with an opportunity to consult with the field director regarding issues that include, but are not limited to placement procedures, orientation activities, student preparation for field experiences, liaison support and field director support. The field director will follow up as needed to ensure a positive working relationship with approved field partners. (*Accreditation Standard 3.3.4*)

DISTANCE FIELD PLACEMENTS

Field placements outside the state of Iowa will be considered but need to meet certain conditions and requirements. The field director and student will work collaboratively to identify an appropriate agency. However, the final decision about the appropriateness of any distance field placements rests with the field director. Distance field placements will go through the same agency approval process as any local or state agency. This includes any sites that are outside the boundaries of the United States.

Per 3.14 International Study Programs policy, any UNI student involved in a university-related activity abroad, must register with the UNI Study Abroad office. Please refer to the UNI Study Abroad Center's website at www.uni.edu/studyabroad for information regarding application fees, program fees, health insurance requirements and individual safety issues.

For any student that has secured a distance field placement site, they are required to sign a Distance Placement Acknowledgment form that states their awareness that the student is responsible for all expenses that are associated with securing living arrangements, transportation to and from the location, ongoing living expenses, and any costs incurred on their behalf relating to the field placement, such as liability insurance, malpractice insurance, background checks and/or specialized training or other required training. In addition, should the distance field placement be disrupted, the student acknowledges the disruption may impact the time frame in which the student can complete the required field placement experience hours, may result in additional cost/expense to the student, may delay the intended graduation date and/or may result in nonrefundable tuition paid.

EMPLOYMENT BASED PLACEMENTS

Students can complete the field experience requirement at the agency in which they are currently employed. There are two pathways for this option.

Option 1: Use of student's place of employment where field experiences are different from employment duties. If the employment supervisor is used for field supervision, supervision time for field education learning must be separate from supervision time for employment. The agency, field experiences and the supervisor have to be approved by the UNI Social Work Field Office. Documentation is required to ensure the student's field experiences are separate from their employment duties, explain how the student's field experiences are directly linked to the program's core competencies, and how supervision will be provided.

Option 2: Use of student's place of employment where employment duties are the same as the field experience. If the employment supervisor is used for field supervision, supervision time for field education learning must be separate from supervision time for employment. The agency, field experiences and the supervisor have to be approved by the UNI Social Work Field Office.

Documentation is required to ensure the student's employment duties are directly linked to the program's core competencies, and how supervision will be provided.

While these options are permissible, each program has the autonomy, authority, and discretion to develop its own policies regarding field placements in an organization in which the student is also employed. Students who are interested in exploring whether their agency of employment can be used for their field experience need to reach out to the field director as documentation is required to ensure all accreditation requirements are satisfied. If the employment status of the student is disrupted, student will work with the field director to secure another approved field placement experience to satisfy the field experience requirement. This disruption may impact the time frame in which the student can complete the field placement requirements and/or may delay the intended graduation date. (*Accreditation Standard 3.3.7*)

BACKGROUND CHECKS & PROOF OF COVERAGE

Field sites may conduct a background check on students prior to offering an internship position or request that one is conducted and submitted to their agency. Certain field sites, like hospitals and health care centers, may require proof of professional liability insurance, health insurance, health checks and/or certain immunizations, and/or specialized trainings (e.g., occupational exposure to blood borne pathogens, basic cardiac life support skills). If a student is required to transport clients, whether in their own vehicle or agency vehicle, proof of car insurance may be requested. Unless the field site is going to provide for these requirements, it is the responsibility of the student, including covering the cost, to satisfy them.

It is recommended that students inquire about background checks, health care checks, professional liability coverage and/or specialized training that is required of the student for placement. Resources regarding how to obtain those required documents on campus at a reduced rate or in the community can be found through consultation with the field director.

RESPONSIBILITY OF DIRECTOR OF FIELD INSTRUCTION

ROLE DEFINED: The field director has oversight of the field program. The person in this role is responsible for the administration of the field program which includes planning the program, development of placement processes, advising students, maintaining the field manual and field forms, and placing students in appropriate agencies. The responsibilities of the field director include, but are not limited to:

- Approve field sites which meet the criteria for the placement of a UNI social work student.
- Approve field site supervisors who meet the criteria for the placement of a UNI social work student.
- Provide orientation activities for students, faculty liaisons and agency instructors to ensure all requirements of the field experience are understood, followed and supported.
- Collaborate with UNI's Career Services to offer interviewing and resume building workshops for students.
- Meet with field students during the pre-placement process to consult on pre-placement requirements and field sites.

- Manage the prefield paperwork and maintain the student's field folder until the student is assigned to a faculty liaison.
- Maintain the Intern Placement Tracking system (IPT) so students have access to approved field site profiles, and all parties have access to field evaluations.
- Consult with field students, agency instructors and faculty liaison before, during and after the field experience to assist with creating learning plans, field questions, troubleshoot issues, provide resources, and if needed, secure an alternative placement.
- Administer field program evaluations at the end of the field experience for continuous improvement activities.
- Ensure field paperwork is filed in the student's cumulative folder.

RESPONSIBILITY OF AGENCY INSTRUCTOR

ROLE DEFINED: The agency instructor is the individual at the agency who met criteria for supervising an undergraduate social work student and agrees to provide primary supervision throughout the field experience. The responsibilities of the agency instructor include, but are not limited to:

- View the Agency Instructor Orientation video in preparation of supervising the student.
- Provide a thorough orientation to the policies and practices relevant to the student, to include but not limited to personnel issues, personal safety issues, guidelines for home visits, transportation requests, and specialized training needed to carry out the tasks of the field experience.
- Develop, in consultation with the student, a learning plan that includes the required field learning experiences for undergraduate social work field students. Provide experiences which will give students exposure to all facets of the agency. As the student shows growth in learning and development of self-awareness, assignments should increase and reflect recognition of this growth.
- Provide weekly supervision meetings with the social work field student.
- Complete field assessments and meet with faculty liaison for scheduled meetings (two per placement).
- Ensure the student is freed up to attend field seminars.
- Review the following expectations with the social work field student:
 - How differences or conflicts are to be handled.
 - How variations in field placement time will be handled (for example, university breaks).
 - Method and person to contact if student is requesting time off for health or personal issues.
 - Guidelines the student should follow relating to other staff, administration, board members, other agencies, and the community in general.
- Assist the student with coping appropriately with the emotional impact of the social work role.

RESPONSIBILITY OF FACULTY LIAISON

ROLE DEFINED: The faculty liaison is assigned to oversee the field experience, is responsible for the student, and maintains close contact with the student and agency instructor throughout the placement. The responsibilities of the faculty liaison include, but are not limited to:

- Contact the student and agency instructor to inform them of their role as faculty liaison and share their field course syllabus.

- Oversee completion of and assigns credit to all field assignments and requirements.
- Consult on and approves the student's learning plan.
- Monitor student progress in placement and oversee adjustments in learning plans, assignments, expectations, etc....
- Facilitate field seminars throughout the field experience.
- Notifies field director regarding changes in supervision or field issues that require attention.
- Facilitates at least 2 agency meetings during the field experience.
- For cases in which an agency instructor does not hold a CSWE-accredited social work degree or does not have the required experience, the liaison will provide additional supervisory sessions to the student (usually after field seminars) to reinforce a social work perspective.

***RESPONSIBILITY OF FIELD STUDENT**

ROLE DEFINED: The field student has met criteria to participate in the field experience. The responsibilities of the student include, but are not limited to:

- Attend a field orientation session as arranged by the field director and complete all preplacement activities by the deadline.
- Use the IPT system to search for field experiences that match their educational and professional goals and contact the agency to set up the interview. Conduct themselves as professionals during agency interviews and, once accepted at a field site, during the field placement.
- Report directly to the agency instructor assigned regarding field experiences, responsibilities, and agency policies.
- Continually review and adhere to the Social Work Code of Ethics, school policies and agency expectations.
- Complete all field requirements, including assigned tasks, hours, supervisory sessions, learning plan, summaries of learning, seminar attendance, evaluations, and all duties assigned by agency instructor.

*Failure to adhere to these responsibilities may result in the student not receiving credit for the field course.

PROCEDURES FOR ADDRESSING FIELD PLACEMENT CHALLENGES

Sometimes during a field placement, issues arise that need to be addressed. It is important to address issues early on and resolve issues in a professional manner. The steps below highlight the process in place for addressing issues.

Process for the student if they have an issue with the field expectations or supervision:

- Step 1: Student consults with Agency Instructor
- Step 2: Student consults with Faculty Liaison
- Step 3: Faculty Liaison consults with Field Director

Process for the student if they have an issue with their faculty liaison:

- Step 1: Student consults with Faculty Liaison
- Step 2: Student consults with Social Work Department Head

Process for the Agency Instructor if they have an issue with the field student:

- Step 1: Agency Instructor consults with Student
- Step 2: Agency Instructor consults with Faculty Liaison
- Step 3: Faculty Liaison consults with Field Director

Agency supervisors will address any conduct issues with students placed at their agency. If the conduct issues continue, the agency supervisors will notify the faculty liaison assigned to the student. If the conduct issues continue, the faculty liaison can determine if the field director needs to be brought in to assist with the issues through a support plan, or if the student needs to be placed at another site. If a support plan is put into place and the student's conduct continues to be problematic and not aligned with the Social Work program's mission, values and ethics, UNI Student Academic Ethics (<http://www.uni.edu/policies/301>), and UNI Student Conduct Code (<http://www.uni.edu/policies/302>), the student may be counseled out of the program. Students may reach out to UNI's Office of Compliance and Equity Management for guidance and support at any point during this process (117 Gilchrist Hall, (319) 273-2846).

Direct Questions to:

Jenny Becker, Director of Field Instruction

Ph: 319.273.7881, jennifer.becker@uni.edu